

GERALDTON CURLING CLUB INCORPORATED

CONSTITUTION and BY-LAWS

Date of Revision: Sept. 22, 2013

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ARTICLE 1 - NAME

The name of the organization shall be called Geraldton Curling Club Incorporated (here called the "Club").

ARTICLE 2 - OBJECTIVES

The objectives of this Club shall be:

1. to promote the sport of curling, foster and guard the mutual interest of the members.
2. to carry on, maintain and conduct a curling and social club.
3. to help in and promote curling competitions.

(other objectives according to the Letters Patent)

ARTICLE 3 - MEMBERSHIP

1. Types of Memberships offered are: Men, Women, Mixed, Junior and Associate.
2. Any person, upon payment of the appropriate fee decided by the Executive, shall be deemed a member of the Club.
3. Every member, shall have voting privileges on Club matters and shall be eligible to hold office in the Club.
4. Members may afford the privilege of the Club to a visitor or visitors providing they follow proper rules of conduct.
5. The members of this Club have the right at an Annual Meeting to confer life memberships on any person(s). Those so elected shall be exempt from paying membership fees.

ARTICLE 4 - ORGANIZATION

1. There shall be an Executive consisting of persons elected to the following positions at the Annual Meeting:
 - a) President
 - b) First Vice-president
 - c) Second Vice-president
 - d) Secretary
 - e) Treasurer
 - f) Ice Chairperson

The first five positions shall also be known as "Directors."

along with persons elected to the following positions at the Semi-Annual meeting:

- g) Ladies League Chairperson
- h) Mens League Chairperson
- i) Junior League Chairperson
- j) Mixed League Chairperson
- k) Afternoon League Chairperson
- l) Property Chairperson
- m) Bookings Chairperson
- n) Club Representative (to NOCA)

The Past President is to be automatically included as part of the Executive.

2. The term of office for positions a) through f) shall be one year, commencing June 1st and ending May 31st of the following year. The term of office for positions g) through m) shall be one year, commencing at the semi-annual meeting and ending at the next semi-annual meeting.
3. Should the President be unable to continue his/her duties, then the First Vice-president will automatically assume the President's duties, until such time as a replacement shall be found.
4. Other vacancies which occur during a term of office shall be filled by a Club member appointed by the Executive, subject to the approval of the appointee(s).

ARTICLE 5 - DUTIES OF EXECUTIVE

It shall be the duty of the Executive:

- a) to deal with all Club matters and keep the membership informed of its activities.
- b) to determine fees for memberships and special events.
- c) to authorize payment of expenses incurred in the conduct of Club business.
- d) to maintain a liaison with the Municipality of Greenstone.
- e) to maintain a liaison with and uphold the principles and rules of the Canadian Curling Association.
- f) to select a nominating committee by May 1 of each year.
- g) to appoint members to vacant positions on the Executive.
- h) to review the Constitution upon assuming office.
- i) to set up special events and committees at its' discretion.
- j) to perform the duties as set out in the Constitution.
- k) to arrange for an audit of the financial records at the end of each club year and present a report at the Semi-Annual meeting.

ARTICLE 6 – DUTIES OF EXECUTIVE MEMBERS

1. *President* - It shall be the duty of the President:
 - a) to call and conduct all meetings of the Club.
 - b) to be an ex-officio member of all committees and Chairman of the Executive.
 - c) to have the authority to conduct the day-to-day business of the club
 - d) to be a signing authority for the club

2. *First Vice-president* - It shall be the duty of the First Vice-president:
 - a) to perform the duties of the President in his/her absence or at his/her request.
 - b) to manage fundraising for the club.
 - c) to be a signing authority for the club.

3. *Second Vice-president* - It shall be the duty of the Second Vice-president:
 - a) to oversee the operation of the Bar including the services of the Bar Steward(s).

4. *Secretary* - It shall be the duty of the Secretary:
 - a) to record and keep minutes of all meetings.
 - b) to give copies of minutes to members of the Executive and to post such minutes on the bulletin board.
 - c) to receive, distribute, answer and keep records of correspondence.
 - d) to check the Club's phone messages regularly, return calls, and/or relay messages to the appropriate personnel

5. *Treasurer* - It shall be the duty of the Treasurer:
 - a) to act as a liaison between the Executive and the club bookkeeper
 - b) to oversee the collection, deposit and disbursement of Club funds.
 - c) to present financial reports from the bookkeeper to the Executive at each meeting.
 - d) to present a financial statement for the year end at each Annual Meeting.
 - e) to be a signing authority for the club

6. *Ice Chairperson* - It shall be the duty of the Ice Chairperson:
 - a) to look after the preparation and maintenance of ice and plant.
 - b) to oversee the services of any person(s) hired for ice maintenance.

7. *Ladies' & Men's, Mixed & Afternoon League Chairpersons* - It shall be the duty of the Ladies', Mens', Afternoon League & Mixed Chairpersons:
 - a) to set up committees to help with regular league play, as well as club bonspiels etc.
 - b) to collect all dues, as set out by the Executive, as per prescribed time allotment, for both regular play and bonspiels.
 - c) to set up a schedule of games and events for their respective divisions.

- d) to see that the Canadian Curling Association Rules are followed and to settle all disputes as are deemed necessary.
 - e) to liaison with the First Vice-President re: bonspiels.
 - f) to obtain prizes as required for league events and bonspiels held by the Club.
8. *Junior Chairperson* - It shall be the duty of the Junior Chairperson:
- a) to oversee the operation of the Junior Curling League
9. *Property Chairperson* - It shall be the duty of the Property Chairperson:
- a) to maintain in good repair, all furnishings and equipment owned by the Club.
 - b) to inspect the premises leased from the Municipality of Greenstone at the beginning and at the end of the season, and to report all problems at that time to the Municipality Recreation Committee, and as problems arise.
10. *Bookings Chairperson* - It shall be the duty of the Publicity & Bookings Chairperson:
- a) to oversee the rental of the club by other groups and organizations.
 - b) to post a calendar of events including a list of bookings on the bulletin board.
11. *Club Representative* – It shall be the duty of the Club Representative:
- a) to liaison with the NOCA (Northern Ontario Curling Association), in particular the Region 3 representatives to NOCA.
 - b) to attend any meetings called by NOCA and/or the Region 3 representatives to NOCA
 - c) to keep the Club informed of playdown dates (club, region, provincial) and any other pertinent information passed on by the CCA or NOCA.
 - d) to ensure that Club affiliation fees, competitors' fees, competitive team entry fees are paid to the Association as required.
 - e) to oversee any club/region/area/provincial championships hosted by the Club.

ARTICLE 7 - MEETINGS

1. There shall be an Annual meeting of the Club members held prior to May 31st of each year to:
 - a) discuss business.
 - b) review reports.
 - c) elect persons to the first six positions listed under Article IV.

2. There shall be a Semi-Annual meeting of the Club members held prior to September 30th of each year to:
 - a) discuss business
 - b) review reports
 - c) elect persons to the last eight positions listed under Article IV.

3. Notice of the Annual and Semi-Annual meetings must be published in the local paper and posted two weeks in advance advising the time, place and agenda, if deemed necessary.
4. General meetings shall be called by the President at his/her request or at the request of any two members of the Executive. Notice of such meetings shall be given at least five days in advance to members advising them of time, place and agenda.
5. Executive meetings may be held from time to time and at any place without formal notice, if all of the Executive are present or if those absent have indicated their consent to the President, either verbally or in writing, to the meeting being held in their absence. Executive meetings may be called by the President or by any two members of the Executive.
6. A quorum of 6 Executive members shall be required before doing business at Executive meetings. A quorum at General meetings shall be those members who are in attendance provided that a minimum of five (5) Executive members are in attendance.
7. At all meetings of Club members and the Executive, every motion put before the floor shall be determined by the majority. In case of a tie, the presiding Chairperson shall have the deciding vote. No member shall vote by proxy at any time.
8. The Order of Business for all meetings shall be as follows:
 - a) Call to Order
 - b) Approval of Agenda
 - c) Reading and Adoption of Minutes
 - d) Correspondence
 - e) Financial Report
 - f) Other Reports
 - g) Constitution and By-Law changes (only at general meetings)
 - h) Election of Executive (only at Annual and Semi-annual meetings)
 - g) Unfinished Business
 - h) New Business
 - i) Adjournment

ARTICLE 8 - FINANCES

1. Monies collect shall be kept in the following accounts at a local bank, overseen by the President, First Vice-President and Treasurer.
 - a) General Account
 - b) Junior Account
 - c) Reserve Account

Any two of those persons listed must sign all transactions pertaining to that particular account.

2. The Executive shall not make any expenditure or obligate or commit the Club to any expenditure in excess of \$4000 outside the normal running of the Club, unless such expenditure or commitment has first been ratified at a general meeting of the Club.

ARTICLE 9 - ELECTIONS

1. The election of the Executive shall take place at the Annual and Semi-Annual meetings and shall be conducted by the President.
2. The nominating committee shall present the names of the nominees at the meetings. Additional nominations of members will then be accepted.
3. The President shall appoint two scrutineers to distribute, collect and count ballots.
4. Voting shall be by secret ballot unless it be by acclamation.

ARTICLE 10 - AMENDMENTS

1. Any member may propose an amendment to this constitution as follows;
 - a) Each amendment requires a mover and a seconder and shall be presented at any **General meeting**.
 - b) Proposed amendments shall only become part of the constitution if agreed upon by two-thirds of the members present at the meeting.

ARTICLE 11 - EXPULSION

1. No member shall be suspended or expelled from the Club except for just cause. He/she must be given ten days notice in writing, advising him/her of any charges against him/her, and giving the member reasonable opportunity to appear before the Executive. No suspension or expulsion shall be valid unless ratified and confirmed by a majority of the Executive.